

Top Tips for getting a Job

In today's active job market, getting employment should be easy, right? The truth is, that even when jobs are plentiful, there are techniques you should be practicing in order to land that job you are seeking. Remember that hiring managers and recruiters aren't successful when they turn applicants away. They are eager to find good, qualified people and fill vacancies. Below are some tips that will help boost your chances for getting a great job offer.

1. Apply for jobs you are qualified for. Think twice before setting yourself up for failure by applying for jobs that are outside of your own knowledge, skills and abilities. While applying for every job that looks remotely like a match may seem the wise thing to do, if you overstate your qualifications, it will probably come out during the interview and kill your chances at the job.

2. Define your employment goals. If you're going through some "I don't know what I want to be when I grow up" uncertainty that happens sometimes, do yourself a favor and keep it out of the interview. Employers are not generally interested in hiring people who don't know what they want to do. Try to develop some job goals for yourself even if you're not sure about your career ambitions.

3. Maintain a professional appearance. A poor personal appearance can eliminate you from getting a job before you even have the opportunity to speak. First impressions do really count. Insure that you look and smell clean, and dress the part. Try to wear clothes that will fit in and if you smoke, smoke after the interview – not before. Keep in mind also, that excessive body jewelry may be called into question, regardless of how well you can do the job. Remove or cover up before going to the interview.

4. Show some enthusiasm! You don't have to act like you've just won the lottery, but it's important to express some enthusiasm for a job. If not, get ready for the fast and quick interview where the hiring manager thanks you and says, "We'll be in touch at a later date if we decide to hire you".

5. Establish and communicate the value you can bring to the job. When you give the impression that you are only interested in "what's in it for me", a job opportunity is often lost. You establish your worth by the specific things you say in answer to the interviewers' questions about what it is you have to offer.

6. Talk positively about past employers. Saying something bad, negative, or telling horror stories about your current or past employer/s will get you nowhere very fast. It may be the single most damaging thing to do on an application or at an interview. It's better to put a positive spin on things like saying you're looking for a more physically active job, or you want greater contact with people, etc.

7. Prepare for the interview. Preparing includes practicing your answers to possible interview questions as well as researching the company. Interviewers are always impressed when you know something about their company. If you stumble with your answers, it will be obvious that you are unprepared. Relax. Smile. Be confident and ready to answer the question: "What can you tell me about yourself" in two minutes or less. **Never talk about your personal life.**

8. Polish up your people skills. Your resumé looks professional. Over the phone you shine. But in person, you fall short of impressive. Your personality will have to get along with every other personality in the team. If you show any sign that you can't, it's often bye-bye job. If you know you are shy or don't like working with people, don't say that you are weak in your people skills. Instead, offer an explanation that you are a bit shy or you prefer to work with equipment.

9. Communicate your strengths. Know what your strengths are before you interview. A hiring manager will try hard to expose your weaknesses by asking some very tough interview questions. Prepare and practice how you will talk about your strengths instead, even if the interviewer asks you directly to reveal your weaknesses.

10. Sell Yourself. Most people find it difficult to talk about their selves in a "self-important" kind of fashion. Think about yourself as a product. Then decide what characteristics of that product would likely make you choose it over another. For example, if you could choose between a food that tastes good, or a food that tastes bad, which would you likely choose? The reasons you choose the good tasting food are similar to the ones an employer makes in choosing who will make a good employee.

In conclusion, there are many tips, tricks and methods for sealing the deal and getting a job offer. These ten tips are among the most important. Remember that it's your responsibility to insure you are avoiding anything that would prevent you from advancing into the job you want. Smile, be confident and don't forget to say, "Thank You". You'll be amazed with the results.